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 **Component Name: Word Processing**

 **Component Code: 5N1358**

 **Sample Easter Exam**

 **Weighting: 40%**

**Instructions**

All instructions should be completed.

Ensure you save all files and upload to Moodle.

Make sure they are named correctly.

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|  | **Instructions 1**  |
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|  | Create a new folder in your *One Drive* with the time of assessment, your name and class group on it e.g. *April Sample Exam Mary Murphy SE*. |
|  | Copy the **ICT\_Guidelines** document and **technology** picture from **Moodle** and paste it into the *April Sample Exam Mary Murphy SE* folder*.* |
|  | In the *April Sample Exam Mary Murphy SE* folder create a new *Word* document and call it **First** **Tech**. |
|  | Open **First Tech**. Type the following heading (use document settings) on one line only: ICT College of Further Education, Patricks Street, Cork City*.* |
|  | **Create a *New Style****,* called*ICT*based on*Heading 2*, *Arial (Headings)* font, **17 pts**, align **Centre**, Bold, *Italics*, colour*Red* (of your choice). |
|  | Apply the style *ICT* to the ‘ICT College of Further Education, Patricks Street, Cork City’heading created. |
|  | Select this heading text again and **apply** a light green-coloured*,* **paragraph border** that is double-lined, 1 pt in width and has paragraph **shading** Blue Accent 1 Lighter 60%. |
|  | Insert a ***Page Number****, Bottom of Page,* *Page X of Y, Bold Numbers 1* to this document. |
|  | Change the ***Page Orientation*** to **Landscape.** |
|  | Insert a left-aligned header, with your full name, class group and date in it. |
|  | Save as a ***Word Template*** called **ICT Style** to your *April Sample exam…* folder on your *One Drive.* |
|  | Close the document. |
|  | Using the *Windows Explorer*, ***Search* facility**, find the **ICT Style** template**.** Take a screenshot to show the details of the**ICT Style**document in your *April Sample exam…* folder in your*One Drive.* |
|  | Paste the screenshot into a new *Word* document. |
|  | Insert a footer, centre-aligned, with your name and date in it. |
|  | *Save As* a *Word document called* **Screenshot** in your *April Sample exam…* folder on your *One Drive,* then close it. |
|  | Open the **ICT Style** template. Change the *Page Orientation* to *Portrait* and type the letter below in Times New Roman font, 15pts: |

Mrs Teresa Rollins

Park View Square

Cork City

Dear Mrs Rollins,

Please find attached a document outlining details about ICT guidelines.

All staff should read these prior to teaching classes in ICT and make themselves familiar with this document.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Type your own name)

Tech Team

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| **17.** | Using the ***Findand Replace*** tool, find the word ‘ICT’ (2 in total) and replace them with ‘I.T.’ in the letter. |
| **18.** | Spellcheck and proofread the document.  |
| **19.** | **Save** the letter as a **pdf** document using the file name **ICT Staff Letter** in your *April Sample Exam…* folder on the *One Drive*. |
| **20.** | Close all documents. If prompted, select *Don’t Save* changes to the document. |

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|  | **Instructions 2** |
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|  | Open the **ICT\_Guidelines** document in your *April Sample Exam…* folder in your *One Drive.* |
|  | Using the *‘Review/****Track Changes****’* facility, set balloons to *Show Revisions in Balloons,* make the following changes/comments: |
|  | Select the main heading and make it **Green** (of your choice), *Uppercase*, *Underlined*, 28pts and aligned-centre. |
|  | Select the sub-heading ‘Context for ICT in the Primary School Curriculum’ and apply the text style *Heading 1* to this sub-heading. |
|  | Select the three bullet points under the following sub heading (i.e. Learning through ICT, Learning with ICT, Learning about ICT’: make them **red** (of your choice)and apply bullets (eg check mark bullets)to them. |
|  | *Save As* a *Word* document and call it **ICT Leaflet** in your *April Sample Exam…* folder in your *One Drive*. |
|  | **Accept all changes** and then **turn off** **Track Changes**. |
|  | Select and copy all the text in the **ICT Leaflet** document and close it (if prompted, **Don’t Save** any changes). |

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|  | **Instructions 3** |
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|  | Re-open the **ICT Style** template. |
|  | Paste the text from the **ICT Leaflet** document into the **ICT Style** template. |
|  | Insert the picture **technology** (found in your *One Drive in your April Sample Exam…* folder), as a ***Picture Watermark***. |
|  | Now, **insert** **technology** againas a picture and place it aligned-right below themain heading. Resize it to 4cms (width), Text Wrap *Tight* and apply a ***Picture Style*** (Metal Oval) to the picture. |
|  | Apply a suitable, decorative art border to the document.  |
| **6.** | You should now have the following documents in your named folder. |
| **7.** | Using the *Help* (Show Me) facility, apply a light ***Page Colour***(of your choice) to the document. |
| **8.** | Save is as a *Word* document name **COVID-19 Leaflet Final** to your *April 2020 Annie Won EQ* folder on your One Drive, then close the document. |
| **9.** | Close all documents and exit *Word*. |
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